

# Cost and payments

## How Can I Start and Pay for a Subscription?

Our pricing is based solely on the number of SDS you manage in your library.

If you're unsure how many SDS you'll need, you can start with a smaller plan and upgrade as your needs grow.

To test out SDS Manager, you can begin with a monthly plan and switch to an annual plan when you're ready. View the full pricing here: <https://sdsmanager.com/pricing/>

There are two ways to start your subscription with SDS Manager:

### 1. **Activate Subscription Online:**

- You can activate your subscription directly from the subscription page on your SDS Manager account. Simply log in to your account and go to [Subscription Page \(require login\)](#).

### 2. **Purchase Order (PO) or Email Confirmation:**

- To get started, you can either send us a Purchase Order (PO) or let us know by email that you would like to start the subscription. We can issue the invoice even without a PO.

- If you need a quote to get a PO created, please email us ([order@mail.sdsmanager.com](mailto:order@mail.sdsmanager.com)) we will email a quote swiftly. If needed, the quote can also be provided in a formal PDF format.

### **Payment Information:**

- Payment can be done either by credit card or wire transfer.
- US customers can also pay by ACH to our US bank account.
- For international customers, we provide payment to our IBAN account.
- For US customers, you can find our W-9 and W-8 forms on the below links.

### **Terms and Conditions:**

There is no need to sign a contract. Our terms and conditions are available at the following link: [SDS Manager Terms and Conditions](<https://sdsmanager.com/us/terms-and-conditions/>). You can cancel at any time by simply stopping the payment.

SDS Manager is proud to have a friendly subscription policy to value our customers.

There are no hidden fees or costs beyond the annual/monthly fee quoted.

You can change your billing cycle between monthly and annual as needed.

If you need to change your billing plan or increase the number of SDS on your plan, the extra fee will be the difference in the price, prorated for the remaining time on your current subscription period.

**Important Note:** We do not sell our products to private individuals.

If you have any questions or need assistance with the setup process, please feel free to contact us. We are here to help you every step of the way.

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